1

Lesson Preparation book

ICT

Prep 1

First Term

2025-2026

Teacher' s Biography

Name: .....

School: .....

The educational administration: .....

Qualification: .....

Teaching Subject: .....

Comprehensive School: .....

The school to which he is delegated: .....

Date of appointment: .....

The job is on the staff: .....

Teacher Code: .....

Mobile Number: .....

Teacher	Supervisor	School Principal
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Daily class schedule

Session Day	First	Second	Third	Fourth	Fifth	Sixth	Seventh	Eightieth	Ninth
Saturday									
Sunday									
Monday									
Tuesday									
Wednesday									
Thursday									

session Day	First	Second	Third	Fourth	Fifth	Sixth	Seventh	Eightieth	Ninth
Saturday									
Sunday									
Monday									
Tuesday									
Wednesday									
Thursday									

Teacher Supervisor School Principal

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The Lesson Objectives of Computer

At the end of the first term the student will be able to:

- ✍✍Understanding the concept of green technology and its impact on the environment.
- ✍✍Understand the uses of green technology in our lives.
- ✍✍Explore theconcept of digital transformation .
- ✍✍Realizing the importance of digital transformation in improving work flow efficiency.
- ✍✍Explain the types of operating systems, their functions and roles.
- ✍✍Learn how to install and remove software and peripherals.
- ✍✍Use email correctly.
- ✍✍Explain the concept of cloud computing and learn how to store data and share files.
- ✍✍ UseGoogle Meet proficiently.
- ✍✍Learn the basics of dealing with databases.
- ✍✍Working application for one of the digital project .

Teacher	Supervisor	School Principal
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Specific objectives of the subject of Computer Science and Information and Communication Technology

At the end of the first term the student will be able to:

- **Explain** the concept of green technology
- **Explain** Digital transformation tools.
- **Used** One of the digital services
- **Count** Types of operating systems
- **Make** a difference Between operating system interfaces.
- **Practice** Steps to install and remove a program on the device
- **Deliver** Attached devices such as a printer to the computer.
- **Explain** Steps to download files to the device
- **Explain** Email elements
- **Practice** Steps to create an email.
- **Discusse** Services provided by email
- **Explain** The importance of cloud computing
- **It is concluded** Areas of use of cloud computing.
- **Practice** Upload and share files to the cloud
- **Explain** Big data concept
- **specifie** The difference between creating a table via Word – Excel – Access .
- **Create** Simple spreadsheet on Access
- **Explain** Steps to implement a model in databases
- Perform a query in the database that he has implemented.
- **Explain** Stages of designing his research project
- **Designs** one of the projects he is looking forward to.
- **Expresse** About his research ideas

Teacher	Supervisor	School Principal
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Distribution of computer and information technology content

For 1st.Prep 2025 / 2026 - First Term

MONTH	week	DATE	TOPIC	Assessments and tests
September 2025	1	20 / 9/ 2025	Lesson ١ : Green Technology	بداية الفصل الدراسي الأول
	2	27 / 9/ 2025	Lesson ٢ : Digital Transformation and Its Importance in Our Daily Lives	
October 2025	3	4 / 10/ 2025	Lesson ٣ : Operating Systems	
	4	11 / 10/ 2025	Lesson ٤ : Installing and removing software and digital accessories	
	5	18 / 10/ 2025		
	6	25 / 10/ 2025	Lesson ٥ : Email	فقاً لقرار ١٣٧ يتم عمل: اختبار أسبوعي واختبار شهري ١
November 2025	7	4 / 10/ 2025		
	8	8 / 11/ 2025	Lesson ٦ : Cloud computing	
	9	15 / 11/ 2025	Lesson ٧ : Google Meet and Managing Your Project	
	10	22 / 11/ 2025	Lesson ٨ : Database Design	فقاً لقرار ١٣٧ يتم عمل: اختبار أسبوعي واختبار شهري ٢
	11	29 / 11/ 2025		
December 2025	12	6 / 12/ 2025	Lesson ٩ : Forms and Inquiries	
	13	13 / 12/ 2025		
	14	20 / 12/ 2025	Project + curriculum review	
	15	27 / 12/ 2025		
January 2026	16	3/1/2026	The beginning of the first semester exams	
	17	10 / 1/ 2026		

Teacher ----------

Supervisor ----------

School Principal ----------

Grade	Class	Date	Period	Term	Lesson	Lesson Title
PREP 1				First	One	Green Technology

Introduction / What is the concept of greentechnologyAnd how does it contribute to maintaining a clean environment?

Lesson objectives/

1- **Identify** what thegreen technology is. 2- **Conclude** that the concept of sensor functionality and its importance in our lives

3- **Propose** that the concept of sensor functionality and its importance in our lives

Skills, values and issues covered in the lesson	Teaching Aids	Assistive technology for integration students if available	Teaching strategies	Subject	Educational activities	Formative assessment	Evaluation
Learn to be: Environmental Awareness **Work values:** perseverance **Globalization Issues :** Entrepreneurship in Clean Energy Projects	Electronic board - textbook Educational video		☐Dialogue and discussion ☐ Problem solving	----------	In collaboration with your classmates and with the help of your teacher, search the Internet for tools. Technology that contributes to the conservation or rationalization of consumption water – electricity	Searching the Internet for a picture of the different types of sensors	Sensors are used in many tasks, including.....

Weekly Assessment	Put a(√) Or (×):- Electric cars are a form of green technology

Teacher's Signature

Grade	Class	Date	Period	Term	Lesson	Lesson Title
PREP 1				First	Two	Digital Transformation and its importance in our daily lives

Introduction / What does digital transformation mean?

Lesson objectives/

1- Discusses many digital services provided by the Egyptian state

2- Explain digital transformation tools

3- Use an online platform" Digital Egypt Platform

Skills, values and issues covered in the lesson	Teaching Aids	Assistive technology for integration students if available	Teaching strategies	Subject	Educational activities	Formative assessment	Evaluation
Learn to Be: Technological Awareness Work values: Cooperation Globalization Issues : Addressing Global Challenges Through Digital Transformation	Electronic board – textbook Educational video		☐Dialogue and discussion ☐brainstorming	----------	Search for the Digital Egypt website	Search the internet for one of the most important electronic payment applications in Egypt	Green technology and digital transformation tools work on .....

Weekly Assessment	Complete: You can use electronic payment applications through the application .....

Teacher's Signature

Grade	Class	Date	Period	Term	Lesson	Lesson Title
PREP 1				First	Three	Operating System

Introduction / How digital devices such as computers or cellphones operate?

Lesson objectives/

1- **Categorize** the operating systems (computer – cellphones)

2- **Distinguish** among operating system interfaces

3- **Use** an operating system on a device (school – home)

Skills, values and issues covered in the lesson	Teaching Aids	Assistive technology for integration students if available	Teaching strategies	Subject	Educational activities	Formative assessment	Evaluation
Learn to Be: Technological Awareness **Globalization Issues** : Monitoring the Development of Operating Systems Worldwide	Electronic board – textbook Practical application		☐ Dialogue and discussion ☐ cooperative learning	----------	Find the most important functions of the operating system through the Internet	Prepare a one-slide presentation with a written sentence about the importance of operating systems	Most modern cars have operating systems to control various functions such as.....

Weekly Assessment	**Complete** Servers use operating systems such as .....

Teacher's Signature

Grade	Class	Date	Period	Term	Lesson	Lesson Title
PREP 1				First	Four	Installation and removal software

Introduction / How can you add, install, or remove software on your computer or cellphone?

Lesson objectives/

1- **Practice** Steps to install and remove a program on the device

2- **Connect** peripheral devices suchas printers to my personal computer

3- **Connect** peripheral devices such as printers to my personal computer

Skills, values and issues covered in the lesson	Teaching Aids	Assistive technology for integration students if available	Teaching strategies	Subject	Educational activities	Formative assessment	Evaluation
Learn to Be: Technological Awareness **Work values:** Cooperation **Globalization Issues :** Keeping Up with Hardware and Software Development	Electronic board – textbook Practical application		☐Dialogue and discussio ☐brainstorming ☐active learning	----------	Install the software you may need for your .project	.Write the steps to install a program from a CD	When you download the program from the Internet, it is in the form of.....

Weekly Assessment	**Complete** Removing a program means that you are doing ....

Teacher's Signature

Grade	Class	Date	Period	Term	Lesson	Lesson Title
PREP 1				First	Five	E – Mail

Introduction / How can you create your personal email account?

Lesson objectives/

1- **Explain** the components of an email

2- **Practice** the steps for composing an email

3- **Discuss** the services provided by e-mail in dealing with websites

Skills, values and issues covered in the lesson	Teaching Aids	Assistive technology for integration students if available	Teaching strategies	Subject	Educational activities	Formative assessment	Evaluation
Learn to Be: Technological Awareness Work values: Cooperation Globalization Issues : Participation in the Digital World	Electronic board –textbook Practical application		☐Dialogue and discussio ☐brainstorming ☐Practical Training	----------	"Send an email to one of your friends."	The following email address: alaa٢٠١٥@Gmail.com. Write what it consists of.	Email is considered.....

Weekly Assessment	Complete One of most important uses of email is the...

Teacher's Signature

Grade	Class	Date	Period	Term	Lesson	Lesson Title
PREP 1				First	Six	Cloud Computing

Introduction / Which digital tools and applications are used for creating and sharing files with your teacher and classmates?

Lesson objectives/

1- **Explain** The importance of cloud computing in accomplishing tasks

2- **Practice** Upload and share files to the cloud

3- **Discuss** the areas of use of cloud computing in our lives

Skills, values and issues covered in the lesson	Teaching Aids	Assistive technology for integration students if available	Teaching strategies	Subject	Educational activities	Formative assessment	Evaluation
Learn to Be: Technological Awareness Work values: Cooperation Globalization Issues : Participation in the Digital World	Electronic board – textbook Practical application		☐Dialogue and discussio ☐brainstorming ☐ Practical Training	----------	Find areas of use of cloud computing	Using a word processing program, write one of the benefits of cloud computing	The computing storage service is.....

Weekly Assessment	**Complete** Requirements that must be met to obtain cloud computing services include .....

Teacher's Signature

Grade	Class	Date	Period	Term	Lesson	Lesson Title
PREP 1				First	Seven	Google Meet and Project Management

Introduction / Which What digital applications did you were study in previous classes for communication with colleagues and friends, and how did you use them?

Lesson objectives /

1- **Create** a meeting with my colleagues via Google meet 2- **Share** files with my colleagues via the Google meet application

3- **Follow** the correct procedures for digital communication with my colleagues

Skills, values and issues covered in the lesson	Teaching Aids	Assistive technology for integration students if available	Teaching strategies	Subject	Educational activities	Formative assessment	Evaluation
Learn to Be: Technological Awareness Work values: Cooperation Globalization Issues : Participation in Conferences	Electronic board – textbook Google Meet app		☐Dialogue and discussio ☐brainstorming ☐Collaborative Learning	----------	Write the steps to download the Google Meet application on the computer	Write one of the benefits of Google Meet	To create an instant meeting from Google Meet, we choose the command.....

Weekly Assessment	Complete: – Google meet is a .....

Teacher's Signature

Grade	Class	Date	Period	Term	Lesson	Lesson Title
PREP 1				First	Eight	Database Design

Introduction / How can you establish a database for your class?

Lesson objectives /

1- **Explains** What Bigdata is

2- **Identify The** difference between creating a table via Word - Excel - Access

3- **Creates** Simple data table on Access

Skills, values and issues covered in the lesson	Teaching Aids	Assistive technology for integration students if available	Teaching strategies	Subject	Educational activities	Formative assessment	Evaluation
Learn to Be: Technological Awareness **Work values:** Cooperation **Globalization Issues :** Participation in Conferences	Electronic board - textbook Access app		☐Dialogue and discussio ☐brainstorming ☐Collaborative Learning	---------- ---------- ---------- ---------- ---------- ---------- ---------- ---------- ---------- ----------	Mention some areas that require the use of databases	Write one of the features of databases	You should use the program ..... if you have a complex amount of data
Weekly Assessment			**Put a(√) Or (×):-** Databases are used to store student data in school ( ).				

Teacher's Signature

Grade	Class	Date	Period	Term	Lesson	Lesson Title
PREP 1				First	Nine	Database Design

Introduction / How can you establish a database for your class?

Lesson objectives /

1- **Explains** the steps to implement a Form in databases

2- **Perform** a Query in the databases that I implemented

3- **Use** the operations (add field – hide field from the query result) for the database

Skills, values and issues covered in the lesson	Teaching Aids	Assistive technology for integration students if available	Teaching strategies	Subject	Educational activities	Formative assessment	Evaluation
Learn to Be: Technological Awareness **Work values:** Accuracy **Globalization Issues :** Dealing with Digital Systems Professionally	Electronic board – textbook Access app		☐Dialogue and discussio ☐Collaborative Learning ☐Practical Training	----------	Execute a query to show the record of students who scored less than ١٨ points	Create a database named "Student Results	In a database table, we must specify a data type for each …… .

Weekly Assessment	**Complete: –** The form is a……

Teacher's Signature

Grade	Class	Date	Period	Term	Lesson	Lesson Title
PREP 1				First	Ten	Your Digital Project

Introduction / How can you design your digital project? Which digital applications are used to express your idea?

Lesson objectives/

1- Explain Stagesof designing his research project 2- Design one of the projects I am looking forward to 3- Discuss hisresearch ideas in various ways

Skills, values and issues covered in the lesson	Teaching Aids	Assistive technology for integration students if available	Teaching strategies	Subject	Educational activities	Formative assessment	Evaluation
Learn to Be: Technological Awareness Work values: Accuracy Globalization Issues : Handling digital systems professionally	Electronic board – textbook Access app		☐Dialogue and discussio ☐Collaborative Learning ☐Practical Training	----------	Create a presentation on one method of conserving resources.	Write some benefits of Google Apps applications.	Planning and studying is considered part of the .....stage.
Weekly Assessment			Complete: - The form is a.....				

Teacher's Signature